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## **PROCEDURES FOR LICENSING A COMMUNITY RESIDENTIAL CARE FACILITY (CRCF) WHEN AN OWNERSHIP CHANGE IS ANTICIPATED**

Licenses for community residential care facilities (CRCF's) are not assignable or transferable; therefore, certain steps must be taken to secure a license for a facility currently licensed to another individual or entity. The purpose of this memo is to provide you with a brief summary of those steps. This information is applicable only if the facility has not been closed. Any location previously licensed as a CRCF, but not currently licensed, is considered a new facility, and the procedures for new facilities apply.

We expect that when you read, understand and follow the steps described in the attached materials, the processing of a request for facility ownership change will be easier. These procedures must be completed and, your application reviewed and approved by this Department **prior to the change in ownership**. An application is not deemed complete until all required documentation in addition to the application form has been submitted.

All documentation submitted must be clearly identified by your name and, the name and address of the facility you are proposing to acquire.

Should you have any questions or need additional information or assistance, please contact the Division of Health Licensing by mail at the above address or telephone at (803) 545-4370.

DLG:JR:db

Enclosures: (Also located on Website at <http://www.scdhec.net/hr/licen/hlmemo2.htm>)

- A. Sequence of Events Prior to Ownership Change
- B. License Application for Community Residential Care Facility
- C. Omnibus Adult Protection Act Notice
- D. Resident's Bill of Rights-English & Spanish
- E. List of Suggested Diet Manuals
- F. Freedom of Information Form
- G. Map & Directions to Health Regulation Offices
- H. Regional Boundary Map